

Creating a Successful Tripartite Fellowship Agreement

What are tripartite fellowships?

A tripartite fellowship agreement is one in which a fellow works at one organization (the host agency), is employed by another agency (the employer), and is funded by a third agency (the donor organization).

What are the considerations when structuring these fellowships?

For successful placements, PLP works with both partners during recruitment to clarify the specific structure of key concerns. The Host Agency Personnel department should be included in all negotiations.

Guidance and Oversight

- Who is responsible for the employment relationship (compensation, benefits, relocation and other personnel issues)?
- Who develops and approves the scope of work? Who can make changes to the scope of work?
- Who is the Host Agency Representative (HAR) for the fellow? If there are co-HARS, what are their respective roles? Are the HARS scheduled to stay throughout the term of the fellowship? Who are their backups?
- What is the role of the PLP Supervisor vis-a-vis the role of the HAR?
- When and why will the host agency, the donor, and the employer meet with the fellow? How will those meetings work? Who facilitates the meetings?
- Who mediates issues between the donor organization and the host agency?
- Who will orient the fellow to USAID? To the Host Agency? What does the orientation look like?
- Who gives input to workplans and professional development plans? Who has final approval?
- Who oversees the fellow's performance, conducts the performance evaluation and recommends salary increases?
- What happens if the fellow is dissatisfied with the assignment? What happens if the fellow's performance is unsatisfactory?

PLP's Current Tripartite Agreements

- Adventist Development Relief Agency (ADRA)
- Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)
- University of Witwatersrand's Perinatal HIV Research Unit at Baragwanath Hospital
- World Bank
- World Health Organization (WHO)

In each arrangement, the fellow is an employee of the Public Health Institute, works at the respective agency and is funded by USAID.

Funding

- Who provides the funding? What costs are included with the administration of the fellowship program? Who has final budget approval?
- Who administers the funds?
- Can funds be added? Who is responsible for overages (or ensuring there are no overages)?

Professional Development

- How is the fellow's professional development plan different from the work plan?
- Who determines whether activities fall under professional development or required training for work?
- Where does the PLP leadership conference fit in?

Logistical Support

- Who assists the fellow with travel arrangements?
- Who processes travel expenses and monitors the travel budget?
- Who assists with locating housing (international placements)?
- Who provides the office, furniture, supplies and equipment?
- Who retains title to furniture and equipment, etc. after the fellowship?

Other Issues

- Are there any restrictions around the fellow obtaining employment with the host agency or USAID after the fellowship is concluded?